

REQUEST FOR QUALIFICATIONS

***Recruitment of
Disadvantaged Businesses
For Targeted Assistance***

Mid-America Regional Council

January 19, 2012

MARC

Mid-America Regional Council

Request for Qualifications

The Mid-America Regional Council (MARC) is the metropolitan planning organization and association of city and county governments serving the bi-state Kansas City region. Among MARC's responsibilities is working with the local workforce investment boards, economic development agencies, universities and community colleges to strengthen the region's workforce development system. Additional information on the Jobs Accelerator Project is attached to this RFQ as Attachment F.

MARC and a number of partner organizations, including the University of Missouri-Kansas City Innovation Center - KC SourceLink, have secured federal funds through the Economic Development Administration and Small Business Administration to help small businesses in the manufacturing and information technology sectors grow the business and expand their employee base. The support that will be offered to small businesses in these sectors, particularly 7j businesses, include access to cutting edge market intelligence about industry trends and business opportunities; technical support to export goods and services; and assistance with plans to access capital and develop expanded markets with large companies in the Kansas City region and outside the region.

A 7j small business is one that is owned and controlled by a socially and economically disadvantaged individual. Under the Small Business Act, certain individuals are presumed socially disadvantaged: African-Americans, Hispanic Americans, Asian Pacific Americans, Native Americans (American Indians, Eskimos, Aleuts, or Native Hawaiians), and Subcontinent Asian Americans. Others may show social disadvantage due to race, ethnic origin, gender, physical handicap, long-term residence in an environment isolated from the mainstream of American society; or other similar causes. The business must be small according to the size standards for small business concerns.

Scope of Work

MARC and its partner, the UMKC Innovation Center – KCSOURCELINK, desire to contract with up to 10 community organizations whose mission is to work with disadvantaged businesses to help identify and engage small disadvantaged business enterprises in the Kansas City metropolitan region (Cass, Clay, Jackson, Platte and Ray counties in Missouri; and Johnson, Leavenworth, Miami and Wyandotte counties in Kansas). The selected organizations will help identify small DBE companies in the information technology and manufacturing sectors that may be interested in technical assistance and in participating in special spring and fall symposia; engage the small business owners and collect some basic information and determine interest to participate in the program; provide additional technical assistance for business development and assist MARC and UMKC in working with the small business owners to enable their participation in the program to be worthwhile to all parties.

MARC has budgeted \$80,000 for this work, and expects to identify up to eight (8) organizations to assist in conducting outreach to disadvantaged businesses.

RESPONSE REQUIREMENTS

Responses to this Request for Qualifications should be directed to Marlene Nagel at the below address **NO LATER THAN 4 p.m. CST on Friday, February 10, 2012.**

Marlene Nagel, Community Development Director
MARC, 600 Broadway, Suite 200
Kansas City, MO 64105

Email: mnagel@marc.org

Please provide your response in electronic format (PDF). The following items should be addressed in your response. It is the proposer's responsibility to ensure that any electronic communication is successfully received. The response may be delivered on a flash drive or CD or sent through electronic mail. Once a proposal is received by MARC, MARC staff will respond by e-mail confirming receipt.

1. Identification Information:

- Name
- Organization Name
- Address
- Phone Number
- Email Address

2. Description of the Organization Offering Marketing Support Services. Provide information on the Organization's experience to perform the required work. Indicate specific credentials that make the organization well suited to meet MARC's requirements in identifying and working with disadvantaged businesses in metropolitan Kansas City. Indicate if the organization has worked with information technology or manufacturing companies.

3. Experience with Similar Engagements. Provide a description of the organization's experience with other clients on projects similar to the work that MARC is requesting. Provide up to three (3) examples of projects or engagements of a similar nature.

4. Resumes of Key Staff. Provide a resume for key staff that would be assigned to support this project.

5. References for Similar Projects. Provide three references where similar services to those requested in this RFQ were offered.

6. Completion of Forms (Attachment A, B, C and D and E) as appropriate.

ANTICIPATED SCHEDULE FOR CONSULTANT SELECTION

The following schedule will be used to meet the defined scope of services.

Issue RFQ; Solicit Responses	January 19, 2012
Deadline for Responses	February 10, 2012
Identify Top Firms for Interviews	February 17, 2012
Interview Firms as necessary	February 27, 2012
Finalize Agreement and Issue Notice to Proceed	March 1, 2012

PROJECT SCHEDULE

MARC desires to initiate work in early March and have an initial group of disadvantaged businesses identified for a spring workshop by mid-April. A second group of disadvantaged businesses would be

identified by early summer for a September workshop. The entire services would be completed by September 30, 2012.

ENGAGEMENT

This Request for Qualifications does not commit MARC to award a contract or to pay costs incurred in the preparation of a proposal in response to this request. MARC reserves the right to accept or reject any or all responses received as a result of this request if it is considered in the best interest of MARC. MARC may require the proposer selected to participate in negotiations, and to submit to such price, technical or other information as may be needed to finalize a particular engagement for services.

QUESTIONS

Questions may be sent by email to Marlene Nagel at mnagel@marc.org by 5 pm CST on January 23, 2012. She will prepare a response and post it on the MARC website at www.marc.org/rfp.htm by close of business on January 25, 2012.

AFFIRMATIVE ACTION POLICY/DRUG-FREE WORKPLACE

MARC hereby notifies all respondents that it will affirmatively ensure that minority and women-owned business enterprises will be afforded full opportunity to submit proposals in response to this request and will not be discriminated against on the grounds of race, color, national origin, sex, disability or veteran status in consideration of the contract award. It is an objective of MARC to use minority and women-owned businesses to the maximum extent feasible in carrying out its activities. Appendix A contains an "Affirmative Action Checklist" for firms employing 50 or more persons and an "Intent to Perform as a Disadvantaged Business Enterprise" form for use if applicable to firms submitting proposals.

Consultant must agree to comply with the requirements of the Drug-Free Workplace Act of 1988, P.L. 100-690, Sections 5151 through 5160.

CONTACT FOR FURTHER INFORMATION

For further information about this RFQ, contact Marlene Nagel, Community Development Director, at 816/701-8218 or mnagel@marc.org.

Attachment A: AFFIRMATIVE ACTION CHECKLIST

Federal regulations require that any firm of 50 or more employees soliciting an assisted federally funded contract must have an affirmative action program. If applicable, please provide a brief response to the following items that would typically be covered in any such program. You may provide a copy of your program and reference appropriate pages.

1. Date plan was adopted
2. Name of Affirmative Action Officer
3. Statement of commitment to affirmative action by the chief executive officer
4. Designation of an affirmative action officer, of assignment of specific responsibilities and to whom the officer reports.
5. Outreach recruitment
6. Job analysis and restructuring to meet affirmative action goals
7. Validation and revision of examinations, educational requirements, and any other screening requirements.
8. Upgrading and training programs
9. Internal complaint procedure
10. Initiating and insuring supervisory compliance with affirmative action program
11. Survey and analysis of entire staff by department and job classification and progress report system
12. Recruitment and promotion plans (including goals and time tables)

Attachment B: Intent to Perform As a Disadvantaged Business Enterprise

Project Title and Description:

The undersigned intends to perform work in connection with the above project as (check one):

_____ a prime contractor _____ a subcontractor

_____ a joint venture _____ other (please specify) _____

If applicable, name of prime contractor or joint venture partner:

The disadvantaged status of the undersigned is confirmed on (check one):

- The attached documentation (submit copy of certification papers; MARC may require additional documentation).
- The undersigned is prepared to perform the following described work in connection with the above project,

(Name of Disadvantaged Contractor)

By: _____

(Signature & Title)

Attachment C
PROPOSER GUARANTEES

1. The proposer certifies it can and will provide and make available, as a minimum, all services set forth in Section II, Nature of Services Required.

2. The proposer agrees:
 - A. To comply with the Fair Labor Standards Act, as amended.

 - B. To comply with Title VII of the Civil Rights Act of 1964, as amended, which makes it unlawful for an employer to fail or refuse to hire or to discharge any individual or to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of the individual's race, color, religion, sex or national origin, among other provisions.

 - C. To comply with Public Law 101-336, the Americans with Disabilities Act of 1990 which makes it unlawful to discriminate against persons with disabilities in employment, state and local governmental services, public accommodations, transportation and communications.

 - D. To comply with Section 503, Public Law 93-112, 29 U.S.C. 793, which requires affirmative action to employ and advance in employment qualified handicapped individuals, among other provisions.

 - E. To comply with 29 U.S.C. Section 623, 29 U.S.C. Section 30, and 29 U.S.C. Section 631, as amended, which makes it unlawful for an employer to fail or refuse to hire or discharge any individual or to discriminate against an individual with respect to compensation, terms, conditions, or privileges of employment because the individual is at least 40 but less than 70 years of age, among other provisions.

 - F. To comply with 42 U.S.C. 2011 and 2012, which require affirmative action to employ and advance in employment qualified special disabled veterans and veterans of the Vietnam era as defined, among other provisions.

Signature of Official: _____

Name (typed): _____

Title: _____

Consultant: _____

Date: _____

Attachment D

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of Missouri laws with respect to foreign (non-state of Missouri) corporations.
- B. Proposer warrants that it is willing and able to obtain an errors-and-omissions-insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the MARC.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Consultant: _____

Date: _____

Attachment E: **Certification Regarding Debarment,
Suspension, Ineligibility, and Voluntary Exclusion**

This Certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The Regulations are published as Part II of the June 1985, Federal Register (pages 33, 036-33, 043)

Read instructions for Certification below prior to completing this certification.

1. The prospective proposer certifies, by submission of this proposal that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal department or agency.
2. Where the prospective proposer is unable to certify to any of the statements in this certification, such prospective proposer shall attach an explanation to this proposal.

Date

Signed – Authorized Representative

Title of Authorized Representative

Instructions for Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion:

1. By signing and submitting this agreement, the proposer is providing the certification as set below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

KC Regional Jobs Accelerator Project

In September 2011, the Greater Kansas City region was selected by the U.S. Department of Commerce's Economic Development Administration, Department of Labor's Employment and Training Administration and the Small Business Administration (SBA) to receive funds from the Jobs and Innovation Accelerator Challenge. The region received \$1,891,338 for its project to increase employment opportunities at the intersection of two industry clusters — advanced manufacturing and information technology.

The two-year grant will allow the region to:

- strengthen global competitiveness
- reduce the need for foreign workers using H1B visas
- make Kansas City known as a hub for innovation by creating opportunities for commercialization of new products and services from university and industry research
- provide business acceleration services to small and mid-sized businesses to grow through supply chain connections, market intelligence, and technical services.

The grant ends September 2013. If you are interested in any of the program elements regarding the KC Regional Jobs Accelerator Project, please contact the appropriate contact for the program you are interested in.

Project Partners

Mid-America Regional Council (MARC)

- MARC will convene the Regional Innovations Program team, which serves as the advisory group for the KC Regional Jobs Accelerator Project. This sector partnership for advanced manufacturing and IT industries consists of employers, community colleges, universities, workforce investment boards and other stakeholders. Using the EDA funds, MARC will be working with equity organizations in providing technical services to small and mid-sized companies.

Contact Information: Marlene Nagel, mnagel@marc.org or Victoria Ogier, vogier@marc.org

UMKC Innovation Center/ KCSOURCELINK

- KCSOURCELINK will form a joint steering committee on commercialization issues that includes industry, universities and entrepreneurs to define and document commercialization process in the region.
- KCSOURCELINK will provide assistance to support the expansion of specific industry investments and help small businesses develop export capacities and connect to larger corporations as a supplier of goods and services.
- KCSOURCELINK will also host the symposia to bring together researchers, large corporations, small businesses and aspiring business owners in the region that have cluster related companies or that have products and services that could support these companies. It will also develop a web platform to allow interactions between research and industry and increase the visibility of technologies for commercialization.

Contact Information: Maria Meyers, meyersm@kcsourcelink.com

Full Employment Council & Workforce Partnership

- The regional workforce investment boards will work together to provide workforce services to individuals within advanced manufacturing and information technology sectors. Activities include:
 - Recruitment
 - Assessments of Skills
 - On-the-Job Training
 - Scholarships
 - Tuition for Special Programs
 - Job Development

Contact Information — Full Employment Council: Clyde McQueen, cmcqueen@feckc.org

Contact information — Workforce Partnership: Scott Anglemyer, scotta@workforcepartnership.com

Mid-America Manufacturing Technology Center (MAMTC)

- MAMTC will provide technical assistance for businesses to support job creation and retention through innovation strategies and, working with KC SourceLink, help small businesses develop export capacities and connect to larger corporation as a supplier of goods and services. The center will provide three-month innovation programs to local businesses to accelerate company ideas that would result in the creation of more technology jobs. MAMTC also sponsors the Innovation Engineering Leadership Institute (<http://innovationengineering.info>) and will offer targeted follow-up services to companies attending the Institute.

Contact Information: Sandy Johnson, sjohnson@mamtc.com

Community Colleges

- With input from employers, Metropolitan Community College and Johnson County Community College will align workforce development training, particularly certifications, with one another's programs and with area four-year universities and customize either credit or non-credit training leading to a credential in areas of advanced manufacturing and information technology where programs do not exist in the Kansas City region. The colleges will develop stackable credentials in advanced manufacturing and information technology to spur business creation and growth in use of robotics and mobile applications in advanced manufacturing processes. This curriculum development and new credentials will create new career pathways for disadvantaged and dislocated workers. MCC will create a stackable credential in export logistics and management to enable small and medium-sized businesses to gain expertise to enter the export marketplace.

Contact Information — JCCC: Darcy McGrath, dmcgrat1@jccc.edu

Contact Information — MCC: Kevin Kelley, kevin.kelley@mccckc.edu

KC SmartPort

- KC SmartPort will convene supply-chain industry leaders throughout the region and provide product export assistance to advanced manufacturing and information technology firms that are exporting their goods and services outside the region to national and international businesses.

Contact Information: Chris Gutierrez, gutierrez@kcsmartport.com

